

Volunteer Guidelines

We sincerely thank you for your time and dedication, however, Augusta Animal Services is an animal control facility whose primary function is public safety. Although your time is greatly appreciated, we must ask that you adhere to the following guidelines so that employees may perform their duties and volunteers may socialize the animals and give them the affection that is greatly needed.

1. Volunteers are not allowed in any of the areas marked "Employees Only".
Volunteers may only walk dogs in pens 1-59 and socialize the cats in the front section of the building.
2. Volunteers should leave no later than 4:45pm as to not interfere with closing procedures.
3. Volunteers should **ALWAYS** wear their name tags. **NO** exceptions. If your tag is broken or misplaced please see Christine ASAP for a new one. If you forgot to bring your tag with you, there are some generic tags at the front desk. You will **NOT** be allowed to volunteer without a name tag.
4. Always bring your clothespin with you. Placing animals in the wrong pen causes confusion and makes pen counts impossible for the staff members. If your clothespin breaks, please see Christine or go to the front desk for a new one. If there is confusion to the placement of an animal, please ask for assistance; do not just put the animal where you "think" it goes.
5. Closed toe shoes are the rule, there are no exceptions. Also, **appropriate** clothing must be worn, no "daisy dukes", muscle shirts, or tanks. You should dress comfortably but at the same time appropriately.
6. No more than one animal is allowed in the visitation room at any given time. The only exception to this rule is if the animals are litter mates. This is a safety issue for both the animals and the volunteers in the room.
7. Volunteers must scoop up after the animals that they walk. A scoop, bags and trash can has been placed by the side doors of the dog runs. The back field does not need to be scooped. Only scoop if an animal uses the bathroom in front or on the side of the building. If you have extra bags, please bring them with you.
8. Treats should only be given to animals while they are outside walking/training. Do **NOT** give animals treats while they are in their pens.
9. The hand sanitizer that is provided in the animal runs must be used with care. The sanitizer is almost pure alcohol in gel form and is harmful to the animals skin and coat. Please only use one or two squirts, rub in completely and allow it to dry before touching an animal.
10. Weekend staff is not familiar with many of the volunteers. Please be sure to call Christine **BEFORE** Saturday if you plan on volunteering on Saturday. If your name is not on the list provided to the weekend staff, you will not be allowed to volunteer.
11. Volunteers with children-you must supervise your children at ALL times. As much as we love to see the animals exercised, we do not want to see any child get hurt. Please do not bring small children with you if you are unable to supervise them with the animals at ALL times.
12. Volunteer hours are limited to the business hours of Augusta Animal Services, Tuesday-Saturday from 1pm-5pm.